

Candidate Information Bulletin



STATE OF UTAH Instructor Examination

Examinations

- Utah Theory Examination
- Utah Law and Rules Examination

Introduction

The State Board Examination Program is designed to test the candidate's knowledge, skills, and abilities to practice and to determine whether the candidate is prepared to assume responsibility for the safety and welfare of the public.

This *Bulletin* is a guide for the candidate. If you have additional questions, you may contact the Division of Occupational and Professional Licensing (DOPL) concerning licensing questions, and contact Experior Assessments concerning questions on the examination process. **The Examination Registration Form and documentation is mailed to Experior, NOT to the DOPL.**

Registering for the Examination

Specific Theory and State Law Examinations are administered five days a week (Mon.-Fri.) at Experior located at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, and once each month in the St. George area. Register for the examination either:

1. **By Mail.** Complete the enclosed Application for Admission to Licensing Examination and return it by mail to Experior with your examination fee(s) made payable to Experior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Experior will mail you an Admission Letter providing you with the exact date and time of your test.
2. **By Telephone.** You can schedule your appointment by calling Experior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday. Simply pay for your examination with a major credit card (MasterCard or Visa).

Payment must be made in advance. You may reschedule your Theory and/or Law examination for a \$10.00 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment

or are not admitted due to lack of proper identification, your examination fee will be forfeited and you must reapply for the examination. No exceptions are allowed. **Examination fees will not be refunded and are not transferable.**

Licensure Process

Upon completion of all licensure requirements including passing all examination(s), submit a complete application for licensure to:

By US Mail

Division of Occupational and Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational and Professional Licensing
160 East 300 South, 4th floor
Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at <http://www.dopl.utah.gov>

You may also obtain licensure applications from:

Experior

5486 South 1900 West, Suite C
Taylorsville, Utah 84118
801.355.5009

E-mail: contactus@experioronline.com

In the subject you must specify: **UT Cos**

Web site: www.experioronline.com

Fees (subject to change)

The fee for the Utah Theory Exam is **\$100.00** and **\$55.00** for the Utah Law and Rules Examination. Fee includes same-day theory or law score.

Computerized Testing

Examinations are administered using Experior user-friendly, Microsoft Windows®-based, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. **You do not need computer experience to use this system** In fact, you only use five keys on the entire keyboard to take the test. (The other keys are

disabled. There is no way you can damage your test by accidentally touching a wrong key.)

Before you begin your examination, you are allowed to take a short practice examination to become familiar with the computer testing system. A friendly Experior test monitor will help you if you need further assistance.

You will receive your score at the conclusion of the examination.

Walk-In Computer Theory and Law Testing

You may simply walk in and test on a space-available basis for an additional \$10.00 fee. No reservation is required. The examination fee, plus the walk-in fee, must be paid before taking the examination.

Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Experior to obtain an Accommodation Request Form. You will be required to submit written verification of your disability before scheduling your examination.

If English is your second language, please note that a language barrier is not considered a disability.

What to Bring with You

- A current, valid, clearly recognizable picture identification. (current driver's license preferred)

If you do not provide appropriate identification, you will not be permitted to test and you will forfeit your fee.

How to Take Your Examination

All examinations are closed book. No reference materials, notes, cellular telephones, pagers or beepers are permitted. Briefcases, backpacks, purses, bags, etc. must not be taken into the Theory and Law examination room.

You may not eat, drink or use tobacco in the testing room.

General Policies and Procedures

Security Policies

Irregularities observed during either the Theory or the Practical test administration, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment, or sharing supplies may be sufficient cause to end your

test participation, or to invalidate or cancel scores. Irregularities may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of testing materials.

Experior reserves the right to investigate each incident of misconduct or irregularity and will report such problems directly to DOPL. DOPL makes all final decisions on test score invalidations and cancellations.

Irregularities may result in your inability to test for a stated period of time or cause testing to take place under special conditions.

No visitors, guests or children are allowed in the test center.

Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Emergency Policy

In the event of inclement weather or a similar emergency, a scheduled examination may be canceled or delayed. However, due to the problematic logistics of a cancellation, this decision is made only in rare instances, and at the discretion of the Experior. If a test center is open for testing and you choose not to appear for testing, your fee will be forfeited and you will need to reschedule your examination.

If you have concerns, contact Experior.

Environmental Distracter

Although Experior makes every attempt to provide an environment conducive to testing, outside noise and room temperature fluctuations are sometimes unavoidable problems. You may wish to dress in layers so you can easily adapt to a cooler or warmer climate in the examination room.

Score Information

Each Computer Theory and Law Examination is scored the same day it is administered. To ensure your confidentiality, no test scores are given over the phone.

A score of 75 or higher is needed on the Instructor Theory and Utah Law examinations in order to pass that particular examination.

If you do not pass the examination, you may request a strength and weakness report. This will help you

determine areas where more study is needed before you retake the test. The per examination fee for this report is **\$15.00**. (The report is only available for your most recent examination.) You must send a **written** request to Experior after being notified of your score.

Candidate Feedback

Candidates' have several opportunities to make comments and/or appeals regarding their testing process.

Candidate Support Specialists (Operational Concerns)

If you have a concern or comment regarding the testing process, you may call Experior at the phone number shown on page 1. These types of concerns typically involve the scheduling of your exam, your experience at the testing center, and your interactions with Experior personnel.

Candidate Comments (Operational Concerns and Exam Concerns)

You are invited to make comments regarding both your testing experience and the content of the examinations at the end of your exam. For exams administered through paper and pencil, candidates are invited to fill out a "Question/Comment Form: and/or an "Your Opinion Matters Form". Experior takes all candidate comments seriously and all comments will be reviewed by Experior staff. However, you will **NOT** receive direct feedback about your comments. If you would like a written response from Experior, you will need to file an appeal (see the Candidate Appeal section below).

Appeal Committee (Exam Concerns)

If you have a concern involving the content or scoring of your examination and would like a written response from Experior, you will need to submit an appeal letter. Please include your name, social security number, name of the exam, date tested, and a specific description of your concerns. The letter should also contain your original signature. Faxes and e-mail appeals will not be accepted. Please send your letter to the following address:

Appeal Committee
Experior Assessments
1360 Energy Park Drive, Suite 200
St. Paul, MN 55108-5252

A summary of the Committee's decision regarding your complaint will be sent to you within two weeks of receiving your letter.

Comments must be from the candidate and not a third party.

Instructor Theory Examination Outline

The examination consists of 100 multiple-choice scored questions. You will have two hours to complete the examination. An approximate percentage is provided.

- | | |
|-----------------------------------|------------|
| 1. Motivation and Learning | 20% |
| A. Learning Process | |
| B. Curriculum | |
| C. Course Study | |
| D. Individual Differences | |
| 2. Teacher Preparation | 20% |
| A. Methodology | |
| B. Presentation | |
| C. Objectives | |
| 3. Teaching Methods | 30% |
| A. Communication Techniques | |
| B. Course Development | |
| C. Instructional Aides | |
| D. Discussion | |
| E. Lecture | |
| F. Demonstration | |
| G. Performance | |
| 4. Classroom Management | 10% |
| A. Safety | |
| B. Discipline | |
| C. Supervision | |
| 5. Testing | 10% |
| A. Purpose | |
| B. Methods | |
| C. Test Construction | |
| D. Administration | |
| 6. Instruction Evaluation | 10% |
| A. Effects on Students | |
| B. Teaching Plans | |
| C. Performance | |
| D. Student Evaluation | |

State Laws and Rules Examination

This examination is a closed-book examination that consists of 50 multiple-choice questions. You will have two hours to complete this examination. A score of 75 or higher is required to receive a passing grade.

State Laws and Regulations **50 Questions**

Suggested References

Test questions are developed from industry standards. This examination emphasizes information presented in these references.

Milady's Standard Textbook of Cosmetology,
Delmar Publishers, 800-347-7707

Milady's Professional Instructor, Delmar
Publishers, 800-347-7707

*Salon Fundamentals: A Resource for Your
Cosmetology Career*, Pivot Point International, Inc.
800-886-4247

Utah State Laws, Rules and Regulations

Utah Law and Rules Examination References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes a content outline listing the sources from which the examination was developed and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$15.00 (plus shipping/handling and tax). You may order this Study Guide by calling Experior or by completing and submitting the enclosed Order Form. **All sales are final.**